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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: BUILDING PERMIT TECHNICIAN**

**DEFINITION**

Under supervision, to perform journey level technical work which involves the processing of routine building permit applications, calculating fees, issuing permits, and reviewing minor construction plans for code compliance and completeness; to provide efficient and courteous service at the public counter; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents assigned to this class perform moderately complex work requiring previous specialized experience, a thorough knowledge of all pertinent regulatory codes, and familiarity with structural safety requirements. Work assignments involve full responsibility at the public counter for the processing of construction related permits and for plan review on minor structures such as patio covers, small room additions, tenant improvements, and related items. Incumbents in this class may be expected to perform some work assignments that involve increasing responsibility and requiring further investigation, study, and resolution. This class is distinguished from the Plans Examiner class in that incumbents do not have regular responsibility for handling complex or unusual requirements for residential and other structures, and do not have regular responsibility for examining and reviewing plans and specifications for residential tracts, multi-unit residential, and commercial industrial buildings.

**REPORTS TO:** Higher level plan check staff, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from higher level plan check staff, as assigned. May coordinate and direct the work of specialized clerical staff, as assigned.

**EXAMPLES OF DUTIES**

- Duties may include, but are not necessarily limited to, the following:
- Interpret and explain building code requirements and departmental policies and procedures related to permit issuance, plan check, and inspection processes to construction contractors, architects, builders, property owners, and the general public.
- Review routine construction plans for proposed structures such as patio covers, small room additions, signs, walls, fences and related items to determine compliance with pertinent building safety regulations as defined in state and local codes, and indicate needed changes or modifications.
- Perform estimates of fees for construction projects; compute and process fees.
- Issue construction related permits.
- Receive and schedule requests for inspections.
- Coordinate and direct the work of Building Section specialized clerical support staff.
- Coordinate with other City departments, divisions, and outside regulatory agencies.
- Assist in maintaining computerized data base and produce statistical and other required reports.

- Prepare and maintain records.
- Supervise Permit Section in the absence of immediate supervisor, as required.

## QUALIFICATIONS

### Knowledge of:

- Building requirements in the areas of plumbing, mechanical, electrical, energy conservation, and disabled access, as defined in state and municipal laws, regulations, and codes.
- Permit issuance process, including fee calculations, contractor license laws, and related statutes.
- Basic concepts in construction methods and materials.
- Personal computer operation and relevant software applications.

### Ability to:

- Accurately interpret and explain to the public building code requirements as defined in laws, regulations, codes, and policies.
- Issue permits and perform minor plan review.
- Read plans and identify violations of the model codes.
- Communicate effectively with the public, both orally and in writing.
- Establish effective working relationships with those contacted in the course of work.
- Operate a computer and related software.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school, or satisfactory equivalent, supplemented by some college level course work in construction inspection.

Experience: One year of experience in processing building permits, and/or reviewing minor construction plans for code compliance and completeness, and/or serving as a Building Inspector for a public agency.

**MEDICAL CATEGORY:** Group 1

## NECESSARY SPECIAL REQUIREMENT

Possession of an International Conference of Building Officials (ICBO) Certification as a Plans Examiner, Building Inspector, or Permit Technician is required within the first 12 months of employment.

## CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Building Permit Technician

**TO:** Plans Examiner